



June 29 – July 10, 2016  
Salem, Virginia

## Vendor Booth Application

Come be a part of the fair as a vendor! We've got a number of 10' x 10' booth spaces that will allow you to showcase your product to over 350,000 people during the two weeks of the fair!

***This application indicates interest in the 2016 Salem Fair. THIS IS ONLY AN APPLICATION AND DOES NOT GUARANTEE SPACE. If space is available for the product(s) listed, the applicant will be sent a Contract. If no space is available, the applicant will be placed on a Waiting List and notified only if space becomes available. A new application must be submitted each year. PLEASE COMPLETE THE FOLLOWING INFORMATION AND INCLUDE A NON-REFUNDABLE APPLICATION FEE OF \$50.00 WITH THIS FORM. The application fee is deducted from rental fees for 2016 exhibitors if accepted to participate.***

## Vendor Information

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Description of Service/Product (please list all products and be specific): \_\_\_\_\_

## Inside Booth Details

Booth space includes 1 table, 2 chairs, and pipe and drape divider walls. Only one company allowed per booth. Booths will be reserved on a first-come first-served basis.

- Corner 10' x 10' booth - \$400 each # booths needed \_\_\_\_\_ x \$400 = \_\_\_\_\_
- Standard 10' x 10' booth - \$300 each # booths needed \_\_\_\_\_ x \$300 = \_\_\_\_\_
- Both Location Preference: 1<sup>st</sup> choice: \_\_\_\_\_, 2<sup>nd</sup> choice \_\_\_\_\_, 3<sup>rd</sup> choice \_\_\_\_\_

## Outside Booth Details

If you are interested in outside booth space, please indicate front footage and depth desired including hitches, displays, etc. Pricing will be determined and you will be notified accordingly.

- Front Footage \_\_\_\_\_ feet X Depth Footage \_\_\_\_\_ feet

## **Additional Fees**

- ☐ Retail/Merch Sales Fee – only for those vendors selling onsite \$50.00 = \_\_\_\_\_
- ☐ Basic Electric (cost + tax) - additional rates will apply if needed. \$52.50 = \_\_\_\_\_

Power Requirements for your booth (Amps & Volts): \_\_\_\_\_

**NOTE: *Please do not underestimate your power/electric requirements.*** If they are not provided we will assume you need no electric and will not make adjustments during the fair.

## **Deposit Payment Options**

- ☐ Cash
- ☐ Check (*payable to Salem Civic Center*)
- ☐ Credit Card: Visa, MasterCard  
American Express, Discover →

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVC# \_\_\_\_\_ (3-digit code on back of card)

Name on Card \_\_\_\_\_

## **Event Information & Conditions**

- Outside move-in will take place on Sunday, June 29<sup>th</sup> starting at 9:00 am. Inside move-in will take place on Monday, June 30<sup>th</sup> starting at 9:00 am and must be completed by noon on Wednesday. Move-out will take place on Monday, July 13<sup>th</sup> and must be completed by 5:00 pm. More details to follow.
- Due to the nature of this event and the volume of children on-site, all workers in vendor booths are required to pass a background check performed by Transamerican Security Corporation and will be issued a "Salem Fair Worker's ID Card".
- Vendors must abide by the Salem Civic Center's Food & Beverage Policy: NO outside food and/or beverages are allowed at any time during the Event. All food and/or beverages must be consumed prior to arrival or purchased at concessions located in the Civic Center. No alcohol allowed on premises.
- Vendors will have the right to display/sell product, provide information relating to their business or services, and advertise their product in a manner that will lead to good working relationships.
- Vendors will be responsible for providing their own table cloths, signage, decorations, etc.; and are required to keep displays/decorations within their booth space and out of the aisles.
- Vendors must comply with all local, state, and federal laws, codes, and regulations with regard to the nature of their products and services.
- Vendors are required to keep their booth open during each day of the fair and during the full hours of operation: Mon.-Fri. 4:00 pm - 10:00 pm, and Sat.-Sun. 12:00 pm – 10:00 pm.

## **Return Vendor Booth Application, along with a recent picture of your Exhibit to:**

Salem Civic Center  
ATTN: Karen Mulkearn  
P.O. Box 886, Salem, VA 24153  
[kmulkearn@salemva.gov](mailto:kmulkearn@salemva.gov)  
Phone: 540-375-3004 / Fax: 540-375-4011